



Technology Use (Student)

1. Rationale

Mobile phones and internet enabled devices (including College Laptop) are a significant component of young people’s lives today. The availability of access to new technology brings both opportunities for learning as well as poses potential risks relating to access rights, privacy and harassment. The increased ownership of these devices requires that College administrators, teachers, students, and parents take steps to ensure that they are used responsibly within the College environment.

2. Application

All students who wish to have the use of a mobile or internet enabled device (including College Laptop) during school hours.

3. Definitions

Family Zone	A cybersafe software package implemented by the College and made available to families for use with mobile phones or other internet enabled devices. The software is also loaded onto all College laptops and enables control of access to applications or programs deemed to interfere or interrupt a student’s education.
Streaming Services	Internet services where audio and video content may be watched on demand e.g. YouTube, Netflix, Spotify
Social Media Platforms	Internet Applications that enable groups or communities of people to communicate and share content
Gaming Applications	Internet applications that allow games to be played either by downloading or online
Mobile / Internet Enabled Device	Any device that is easily transportable that may be connected to the internet either via Wi-Fi or through commercial cellular providers e.g. mobile phones or tablets
College Laptop	Laptop owned by the College which is supplied to Student for education purposes
Inappropriate Use	<ul style="list-style-type: none"> • use of a device disrupts or is likely to disrupt the learning environment • interferes with the operation of the school • threatens or is likely to threaten the safety or well-being of any person • is in breach of any law
School Hours	8:25am - 2:45pm

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1.1	College Principal	10-05-2019	10-05-2019



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4. Guidelines

- 4.1 Permission to bring a mobile device to school while under the College's supervision is contingent upon parent / guardian permission in the form of a signed acceptance of the Technology Use (Student) Guidelines.
- 4.2 Students who wish to use mobile phones or other internet enabled devices at school must sign an acknowledgement of the Technology Use (Student) Guidelines.
- 4.3 Permission to bring a mobile device to school while under the College's supervision is contingent **on the device having the Family Zone / Mobile Zone software active** on the device.
- 4.4 During school hours Family Zone software will be set to restrict access to -
- Streaming Services
 - Social Media Platforms
 - Gaming Applications
- 4.5 Unacceptable uses of a mobile phone or internet enabled device (including College Laptop) –
- a. Using a mobile device to cheat in an exam or an assessment piece
 - b. Using the device to harass another person. (student, parent, staff or members of the public)
It is a criminal offence to use a mobile device to menace, bully, harass or offend another person. Students with mobile devices must not engage in personal attacks, harass another person, or post private information about another person using emails, SMS messages, taking / sending photos or objectionable images or phone calls.
 - c. Taking, storing or displaying inappropriate images / videos or sending such material to other devices
- 4.6 Potential risks of inappropriate use -
- a. Disruption to educational programs through –
 - i the receipt and transmission of communications through social media platforms
 - ii the use of streaming services
 - iii playing games
 - b. Privacy concerns relating to the ability of most devices to take photographs, videos or record conversations in the ignorance of those being recorded
 - c. Lessened opportunity for social development through the loss of human social interaction
 - d. Harassment of students online
 - e. Loss and / or theft of the mobile device (phone, laptop, net book etc.)
 - f. Accessing inappropriate sites independent of the College network
- 4.7 Theft or damage –

Personal Mobile Devices

- a. The College accepts no responsibility for replacing personal mobile devices that are lost, stolen or damaged whilst on College premises, at College sponsored functions or travelling to and from the College.
- b. To reduce the risk of theft during school hours, students who bring personal mobile devices to school are encouraged to clearly mark with their name and lock them in their locker.

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College Laptop

- a. Laptop package markings, tags or plates must not be removed, concealed or altered in any way and the laptop must not be engraved or marked in any way that could reduce its value
- b. If the laptop or any package component is lost, stolen or damaged the laptop user will notify the College through the St Edmund's College IT Helpdesk as soon as possible
- c. In case of theft, a copy of the police report will be required.
- d. In cases of theft, loss or damage, all or a portion of the cost of repair or replacement value may be charged to the user depending upon the circumstances. Advice of any charge will be provided by the Business Manager
- e. Cases of malicious or excessive damage (beyond wear & tear) will definitely incur a charge for repair or replacement.
- f. Due care of the laptop package is to be taken at all times, including:
 - a. In the handling, transporting and usage of the laptop
 - b. Not leaving the laptop or any package component unattended in a public place, unattended or unsecured in a classroom or other place in the school, in plain view in an unattended or unsecured vehicle
 - c. Not allowing the laptop or any package component to be accessed by any other person (other than those authorised by the College to do so) or interfered with, tampered with or altered by a third party
- g. Hardware must not be added or removed from the laptop or package

4.8 Responding to misuse –

- a. For instances where the misuse disrupts learning the following consequences may apply:
 - i. Student being referred to the Responsible Thinking Room
 - ii. Student being asked to hand their phone into the Deans' Office to be collected at the conclusion of the school day
 - iii. Student being asked to hand their phone into the Deans' Office and a parent is contacted to retrieve the phone from the College Office
 - iv. The College requesting the student does not bring their phone to school for a period of time
- b. For instances where the misuse causes harm to another student, member of staff or member of the community the following consequences may apply:
 - i. Student being asked to hand their phone into the Deans' Office and a parent being contacted to collect the phone. Appropriate consequences and restorative process will also be followed with relation to the harm caused.
 - ii. Referral to Queensland Police, in this case the parent will be notified as soon as possible.
- c. For instances where the misuse results in academic advantage refer to the Academic Policy for the consequences which may apply.

4.9 College Laptop Program specific Terms & Conditions -

- a. The laptop and all supplied package components remain the property of St Edmund's College at all times
- b. Use of the laptop is subject to all relevant College policies as contained on the College website

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- c. The laptop and all package components must be kept in good working order and the St Edmund's College IT Helpdesk must be notified immediately of any defect or malfunction
- d. The laptop must be charged nightly and be available, ready for use in all classes where it may be required during the school day
- e. The laptop user must regularly backup data on the College network account or an alternative external device (e.g. USB)
- f. The laptop is provided for educational purposes only and must not be used for any unauthorised reason
- g. Any repairs or maintenance that may be required will only be performed by the St Edmund's College IT Helpdesk. Users must not attempt to perform maintenance or repairs themselves
- h. The laptop package must not be sold, assigned, transferred, substituted with another component or otherwise disposed of
- i. In the event that the laptop user's enrolment at the College ceases, the laptop and all supplied package components will be returned to the College in good working order on or before the last day of enrolment
- j. The laptop user's College network user account and password will not be used by anybody other than the laptop user, unless directed by the St Edmund's College IT Helpdesk
- k. If any of these terms and conditions are breached, the College may revoke this arrangement and retrieve the laptop and package components from the user

5. Supporting Documents

- 5.1 Technology Use (Student) Policy
- 5.2 Student academic Policy

Student Acceptance

Please sign below to accept the terms and conditions as stated above:

I have read, understand and accept the Student Technology Use Policy and Guidelines:

Name: _____

Signed: _____ Date: _____

Parent Acceptance

Please sign below to accept the terms and conditions as stated above:

I have read, understand and accept the Student Technology Use Policy and Guidelines:

Name: _____

Signed: _____ Date: _____

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